

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DSS0578515

DATE POSTED: 02/18/14

POSITION NO: 931589

CLOSING DATE: 03/03/14

POSITION TITLE: Senior Information System Technician

DEPARTMENT NAME / WORKSITE: NDSS / Child Care and Development Fund Program / Window Rock, AZ

WORK DAYS: Mon-Fri REGULAR FULL TIME: ☒ GRADE/STEP: Z61A

WORK HOURS: 8am-5pm PART TIME: ☐ NO. OF HRS./WK.: \_\_\_\_\_ \$ 34,798.40 PER ANNUM

SEASONAL: ☐ Duration: \_\_\_\_\_ \$ 16.73 PER HOUR

TEMPORARY: ☐ \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Performs a variety of complex duties in support of microcomputer systems hardware, software, peripheral printers and related equipment; troubleshoots and diagnoses equipment problems to ensure functional operation; participates in the planning, implementation and installation of new desktop computer units and/or peripherals; confers with and assists end users and information systems staff in the evaluation, selection, acquisition and implementation of computer hardware and/or software solutions; installs and maintains servers on local area networks; performs network device configurations, workstation set ups and assigns nodes or network address definitions; installs and monitors performance of servers on local area networks; coordinates system and LAN changes in users; performs diagnostic and problem resolution with network support staff; participates in formulation of integrated support plans for multiple local are network.

Provides technical assistance to other information systems staff; installs, tests and configures hardware and software applications and programs; determines communication needs for new equipment installation; participates in the planning, implementation and installation of new desktop computer units and/or peripherals; coordinates major equipment repairs; conducts user training on systems and software; trains users on microcomputer operation and functionality; prepares reports as required; attends and participates in meetings; stays abreast of new trends and innovations in the field of information technology microcomputer systems support and network issues; write technical documentation and user manuals; participates in desktop systems recovery and emergency assistance; assist and provide technical software support to annual report.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

An Associate's degree in Computer Science or related field; and four (4) years of information systems hardware and software installation and maintenance experience, computer programming, network services, systems support or production support; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

***(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of data processing and computer systems terminology, basic principles and practices of microcomputer hardware and software operations, modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications, principles and procedures of record keeping, basic mathematical principles, operational characteristics of various computer hardware and software applications, methods and techniques used in trouble shooting various computer applications, hardware and software problems, aware of Federal, State, and local codes, laws, and regulations relating to internet and computer usage; skill in maintaining, installing, operating, and troubleshooting computer systems hardware and software problems, and troubleshooting network problems. Ability to understand and follow oral and written directions; ability to respect and maintain cooperative relations with CCDF staff, the general public and other tribal/public programs, offices, and entities. Ability to maintain confidentiality and to set information technology goals.

**Special Requirements:**

***(Preferred)*** Applicant with a valid state driver's license and the ability to obtain a NN Operator's Permit within 90 days of employment. Work requires climbing, lifting, carrying, and moving computer equipment and peripherals weighing equal to or more than 50 pounds with potential exposure to dirt, heat, and humidity when installing computer cabling in ceilings or crawl spaces. ***(Preferred)*** CPR and First Aid Certification, Food Handler's Permit, and additional Health and Safety Requirements of CCDF. **Position requires a background check and suitability assessment prior to employment.** *(Tribal and Federal Background checks must be obtained at the applicant's own expense.)*

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**